

St. Paul's Episcopal Church Mount Vernon

Phase 2 and 3 COVID-19 In-Person Worship Disease Prevention Plan

This plan is intended to minimize the risk of disease transmission at St. Paul's as the congregation resumes in-person worship and other on-site activities during the COVID-19 emergency declaration in Washington State. The congregation will prepare to resume on-site activities pursuant to guidance from the Diocese of Olympia and the Governor's phased reopening plan.

See the following additional guidance:

Appendix A – Religious and Faith-based Organization COVID-19 Requirements, Governor's Office

Appendix B – A Guide to Gathering in Person, Diocese of Olympia

Appendix C – Protocols and Guidelines for Distribution of the Eucharist through Phase III, Diocese of Olympia.

Appendix D – Cleaning and Disinfecting Your Facility, CDC

Appendix E – Attendee Log and Attestation

Appendix F – Exposure Plan

St. Paul's Building Occupancy Limits

Total building occupancy limit: 250

Phase 2 reopening occupancy limit: 62

Phase 3 reopening occupancy limit: 125

Preparing to Reopen

- The entire church will be deep cleaned in preparation for reopening.
- All "touch" objects will be removed from the sanctuary. This includes bibles, hymnals, prayer books, and other items typically stored in the pews. Toys and books for children's activities will be removed during Phase 3 services as well.
- A supply of masks, gloves, and cleaning supplies will be procured.

- Signage will be posted inside and outside the church to guide parishioners and guests on these prevention measures. All signage will be posted in both English and Spanish.
- Training will be provided on this disease prevention plan to vestry, staff, worship team, greeters and other volunteers in positions of leadership or ministry that interface with and provide guidance to parishioners. A COVID supervisor will be appointed to oversee training and ensure that all contact roles are following protocols.
- Regarding worship support ministries, consideration will be given to limit the activity and exposure of members with COVID-19 risk factors.
- Cleaning teams will be assembled to manage cleaning protocols surrounding in-person services.

Ensuring Access to Worship

- All who wish to worship at St. Paul's will have access to do so. Services will continue to be available online for those who cannot safely attend in person.
- St. Paul's clergy and vestry will ensure there is always room in the sanctuary for guests who wish to worship in person.

In-Person Worship

- No more than the maximum allowable number of attendees will be allowed in the Sanctuary at a time, including clergy and worship leaders.
- Parishioners who should not attend in-person services include those who have in the last 14 days:
 - Exhibited signs of COVID symptoms.
 - Been exposed to a sick person exhibiting COVID symptoms.
 - Attended a large gathering such as a protest or other large event or attended any gathering in which COVID safety precautions were not followed.
- No one who is sick or appears to be sick will be allowed to enter the church. According to the CDC, COVID-19 symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever
 - Chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell

- Should a visitor develop COVID symptoms during a service, efforts will be made to isolate and provide supportive care to the individual. See Appendix F Exposure Plan.
- Members and guests with high risk factors are encouraged to attend via online services to protect themselves from exposure.
- Members and guests will be asked to sign a form attesting to their fitness to attend services and willingness to assume responsibility for the decision to attend in-person services. Greeters will take each visitor's temperature using no-touch thermometers upon entry and will not allow anyone to enter who has a temperature greater than 100.4. Greeters will also ask each person to use hand sanitizer upon entry and will verify that each person is wearing a properly fitted mask over their nose and mouth. Extra masks will be available to those who need one. Signage will explain the procedure. Markings on the floor and outside pavement will demonstrate required social distancing protocol of 6 feet. Guests will be asked to wait outside until space allows inside.
- A log of all attendees with contact information will be maintained for every service to facilitate contact tracing if needed.
- A new bulletin will be provided to each parishioner for use during the service. Recycling bins will be available after the service to deposit bulletins in. Shared handling of bulletins will be minimized through use of gloves in preparation and distribution.
- All visitors will wear a mask during services. Visitors will be asked to leave services if they refuse to wear a mask. The Priest in Charge will stop services and deliver the message if Greeters' requests aren't heeded. If the visitor still refuses and will not leave the premises, law enforcement will be contacted for assistance.
- Social distancing will be observed at all services. Every other pew will be marked as available for use and signs will be posted asking attendees to observe at least 6 feet of space in all directions between people who do not share a household.
- The Eucharist will be shared without use of the common cup following guidance from the Diocese as described in Appendix C.
- Stations with hand sanitizer, tissue, and waste receptacles will be placed around the worship space.
- Singing will not be a part of services during Phase 3 worship services. Worship music will be instrumental during this phase.
- Efforts will be made to provide as much airflow through the church as possible. This may mean opening windows during services and turning the HVAC system fan on.
- When services are dismissed, dismissal will be accomplished by pew and parishioners will leave the building promptly to allow cleaning teams to complete their work. Ushers will guide dismissal to ensure that social distancing is maintained.

Cleaning and Facility Use Protocols

- Sanctuary and Narthex will be cleaned and sanitized before and after every service. Where multiple services occur on a given day, these areas will be sanitized between services as well.
- Socially distancing protocols of at least 6 feet should be observed in all areas of the church including the Narthex at any given time.
- Hand sanitizer and cleaning products will always be made available for use.
- Restrooms will be available for single occupant use and signage will be posted as such. Restrooms should be cleaned at least once a day when the facility is in use. Protocols for use of the restrooms will be posted inside the restroom. Disinfectant spray and paper towels will be made available in each stall, sinks, and other contact surfaces with instructions for users to clean before leaving the space. Markings will be placed outside the restroom to ensure social distancing. All signage will be posted in both English and Spanish.
- A cleaning log will be kept on site with record of who and when cleanings have occurred and will be posted in a visible location.
- All renters and users of the facility must comply with these cleaning and use protocols. A copy of these protocols will be provided to each renter and user of the facility prior to use and with any additional instructions warranted by the specific use.

Childcare and Coffee Hour

- There will be no childcare or on-site coffee hour offered during Phase 3. Coffee hour will continue to be offered online after services.

Offerings

- Members will continue to be encouraged to stay current on pledges by mailing in a check or using the online donation option from the Diocese.
- A plate will be available at the entrance to the Sanctuary for those who wish to give in person. Cash handling protocols will apply including use of gloves and minimizing counting activity to bi-monthly.

Phase 1, Phase 2, and Phase 3 Religious and Faith-based Organization COVID-19 Requirements

With continuing reports of COVID-19 outbreaks at spiritual gatherings as counties have advanced to Phases 1.5, 2, and 3 of the *Safe Start Plan*, the Governor still strongly encourages religious leaders and communities to conduct services remotely. Alternatively, drive-in services are permitted in all phases and capacity limits do not apply. Counseling services are essential and may be permitted in-person, if remote counseling is not viable.

In addition to remote and drive-in services, religious and faith-based organizations are permitted to conduct the following activities, provided all requirements in this document are met:

Phase 1 Hold outdoor services on the organization’s property (or immediately adjacent property if explicitly permitted by the local jurisdiction) with up to 100 individuals, so long as six feet of physical distancing can be achieved between households. Cloth face coverings are required for all participants.

Outdoor services may be conducted under an outdoor structure (temporary or permanent) so long as the structure is not walled/enclosed on more than two sides to provide appropriate ventilation.

Phase 2 A) Hold indoor services at a place of worship with up to 25% of room capacity or up to 200 people, whichever is less, so long as six feet of physical distancing can be achieved between households. Cloth face coverings are required for all participants.

Additional attendees are permitted to attend simultaneous services if the organization has a separate freestanding building or separate rooms within the main building, provided that each separate building or room used must have its own accessible (1) outdoor entrance/exit; and (2) bathrooms for all participants. The entrance/exit and bathrooms must be separate from those used for the main building or room and from all other buildings or rooms used by the organization for simultaneous services. If the above requirements are met, the organization may conduct simultaneous services (whether by livestream or otherwise) with up to 25% of the room’s capacity or up to 200 people, whichever is less, so long as six feet of physical distancing between households can be (and is) maintained at all times.

B) Hold outdoor services on the organization’s property (or immediately adjacent property if explicitly permitted by the local jurisdiction) with up to 200 individuals, so long as six feet of physical distancing can be achieved between households. Cloth face coverings are required for all participants.

Outdoor services may be conducted under an outdoor structure (temporary or permanent) so long as the structure is not walled/enclosed on more than two sides to provide appropriate ventilation.

C) Hold or provide in-home services inside a person's residence with up to five total individuals (excluding organization staff). Cloth face coverings are required for all participants.

Phase 3

A) Hold indoor services at a place of worship with up to 50% of room capacity or up to 400 people, whichever is less, so long as six feet of physical distancing can be achieved between households. Cloth face coverings are required for all participants.

Additional attendees are permitted to attend simultaneous services if the organization has a separate freestanding building or separate rooms within the main building, provided that each separate building or room used must have its own accessible (1) outdoor entrance/exit; and (2) bathrooms for all participants. The entrance/exit and bathrooms must be separate from those used for the main building or room and from all other buildings or rooms used by the organization for simultaneous services. If the above requirements are met, the organization may conduct simultaneous services (whether by livestream or otherwise) with up to 50% of the room's capacity or up to 400 people, whichever is less, so long as six feet of physical distancing between households can be (and is) maintained at all times.

B) Hold outdoor services on the organization's property (or immediately adjacent property if explicitly permitted by the local jurisdiction) with up to 400 individuals, so long as six feet of physical distancing can be achieved between households.

Outdoor services may be conducted under an outdoor structure (temporary or permanent) so long as the structure is not walled/enclosed on more than two sides to provide appropriate ventilation.

C) Hold or provide in-home services inside a person's residence with up to ten total individuals (excluding organization staff). Cloth face coverings are required for all participants.

Staff are excluded from the maximum number of individuals, but any organization volunteers are included in the maximum number of permissible individuals. The services covered in these operational guidelines include all worship services, religious study classes, religious ceremonies, and religious holiday celebrations. Religious weddings and funerals are not covered under this document and must follow the guidance in this [memo](#).

Organizations are strongly encouraged to keep a log of attendees at each service or counseling session, and to retain that log for at least two weeks. If an outbreak occurs, this information may be critical to help save lives.

Safety and Health Requirements

All organizations (including religious and faith-based organizations) have a general obligation to keep a safe and healthy facility in accordance with state and federal law and safety and health rules for a variety of workplace hazards. In addition, they must comply with the following COVID-19 organization-specific safety practices, as outlined in the Governor's *Stay Home, Stay Healthy* Proclamation 20-25, et seq., and in accordance with the Washington State Department of Labor & Industries [General Requirements and Prevention Ideas for Workplaces](#) and the Washington State Department of Health Workplace and Employer Resources & Recommendations at <https://www.doh.wa.gov/Coronavirus/workplace>.

Religious and faith-based organizations must specifically ensure operations follow the main L&I COVID-19 requirements to protect employees:

- Educate all employees in the language they understand best about coronavirus, how to prevent transmission, and the owner's COVID-19 policies.
- Screen employees for signs/symptoms of COVID-19 at the start of every shift. Make sure sick employees stay home or immediately go home if they feel or appear sick. Cordon off any areas where an employee with probable or confirmed COVID-19 illness worked, touched surfaces, etc., until the area and equipment is cleaned and sanitized. Follow the cleaning guidelines set by the CDC to deep clean and sanitize.
- Maintain minimum six-foot separation between all persons in all interactions and at all times. When strict physical distancing is not feasible for a specific task, other prevention measures are required, such as use of barriers, minimization of individuals in narrow, enclosed areas and waiting rooms, staggered breaks, and work shift starts.
- Provide (at no cost to employees) and require the wearing of personal protective equipment (PPE) such as gloves, goggles, face shields and face covering masks as appropriate or required for the work activity being performed. Cloth face coverings must be worn by every employee not working alone at the location unless their exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules and guidance. The facial covering requirement does apply to the individual(s) leading the service.
 - Exceptions to this requirement for cloth face coverings include when working alone in an office, vehicle, or at a job site; if the individual is deaf or hard of hearing and is communicating with someone who relies on language cues such as facial markers and expression and mouth movements as a part of communication; if the individual has a medical condition or disability that makes wearing a facial covering inappropriate; or when the job has no in-person interaction.
- Refer to [Coronavirus Facial Covering and Mask Requirements](#) for additional details. A cloth facial covering is described in the Department of Health guidance, [Department of Health guidance](#).
- Ensure frequent and adequate hand washing with adequate maintenance of supplies. Use disposable gloves, where safe and applicable, to prevent virus transmission on items that are touched frequently or shared and discard after a single use.

- Establish a housekeeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched services.
- Post a sign at the entrance to the organization that says face coverings are required.

A location-specific COVID-19 supervisor shall be designated by the organization at each location (indoor and outdoor) to monitor the health of employees and enforce the COVID-19 safety plan.

An employee may refuse to perform unsafe work, including hazards created by COVID-19. And, it is unlawful for the employer to take adverse action against an employee who has engaged in safety-protected activities under the law if the individual's work refusal meets certain requirements. Information is available in these publications: [Safety and Health Discrimination in the Workplace brochure](#) and [Spanish Safety and Health Discrimination brochure](#).

Employees who choose to remove themselves from a worksite because they do not believe it is safe to work due to the risk of COVID-19 exposure may have access to certain leave or unemployment benefits. Employers must provide high-risk individuals covered by Proclamation 20-46, et seq., with their choice of access to available employer-granted accrued leave or unemployment benefits if an alternative work arrangement is not feasible. Other employees may have access to expanded family and medical leave included in the Families First Coronavirus Response Act, access to unemployment benefits, or access to other paid time off depending on the circumstances. Additional information is available at [Novel Coronavirus Outbreak \(COVID-19\) Resources](#) and [Paid Leave under the Washington Family Care Act and the Families First Coronavirus Response Act](#).

All religious and faith-based organizations are required to comply with the following COVID-19 organization-specific safety practices:

1. Prior to beginning operations as described in this document, all religious and faith-based organizations are required to develop for each location (indoor and outdoor if applicable) a comprehensive COVID-19 exposure control, mitigation and recovery plan. The plan must include policies regarding the following control measures: PPE utilization; on-location physical distancing; hygiene; sanitation; symptom monitoring; incident reporting; location disinfection procedures; COVID-19 safety training; exposure response procedures and a post-exposure incident project-wide recovery plan. A copy of the plan must be available at the location for inspection by state and local authorities, but state and local authorities do not preapprove the plan. Failure to meet planning requirements may result in sanctions, including the location being shut down.
2. COVID-19 safety information and requirements, such as CDC, DOH, OSHA posters shall be visibly posted at each location (indoor and outdoor).
3. Face Coverings and Exemptions - All employees, members, and visitors in attendance shall wear face coverings before, during, and after the service (whether indoor or outdoor). The face covering requirement **does** apply to individual(s) leading the service and others who speak during any live service. There are exemptions to wearing face covering, so please refer to the [Department of Health's Order on Face Coverings](#). If the

speaker needs an accommodation due to a medical exemption, then a Plexiglas 3-sided barrier may be used during the service. The barrier must be disinfected after every use. For services that are recorded or filmed without a live audience, then face coverings are not required for individuals while they are speaking.

4. There may be no direct physical contact between servers and members or visitors. Anything to be consumed may not be presented to the members or visitors in a communal container or plate.
5. Music – No choir shall perform during the service. Congregational singing is permitted, but individuals must not remove their face coverings to sing – it must stay on for the duration of the service. Soloist musical performances are permitted so long as the performer wears a face covering. In the event the soloist is performing on a woodwind or brass instrument, the soloist may remove their face covering only during the performance. Musical performances that include a soloist and piano accompanist are permitted, but musical performances of more than two individuals are prohibited.
6. All services may provide access to restrooms, provided that access is controlled and capacity is limited to no more than the number of stalls in the restroom. Individuals waiting to use the restroom must maintain at least 6 feet of distance between each person.
7. Soap and running water shall be abundantly provided at locations for frequent handwashing. Employees should be encouraged to leave their workstations to wash their hands regularly, and required to do so before and after going to the bathroom, before and after eating and after coughing, sneezing or blowing their nose. Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol should also be provided and used, but are not a replacement for the water requirement.
8. Disinfectants must be available to employees, members, and visitors throughout the location (indoor and outdoor) and ensure cleaning supplies are frequently replenished.
9. Clean and disinfect high-touch surfaces after each use—including personal work stations, mirrors, chairs, headrests and armrests, doorknobs, handrails, restrooms and breakrooms—using soapy water, followed by the appropriate disinfectants. If these areas cannot be cleaned and disinfected frequently, the organization shall be shut down until such measures can be achieved and maintained.
10. All organizations must adhere to physical distancing requirements and have six feet of space between workstations or have physical barriers between them.
11. All organizations must adhere to physical distancing requirements and have six feet of space between the congregation's seats, pews, and benches or have physical barriers between them. Members of the same household may be seated together as a single unit. This may require the organization to reconfigure the congregation's seats, pews, and benches or have physical barriers between them. The organization must place markings on the floors and seats indicating a six feet radius to help guide members and visitors.
12. Increase ventilation rates where feasible.

13. Ensure that tissues and trashcans are placed throughout the location (indoor and outdoor).
14. Inform all employees, members, and guests that they must self-screen for signs and symptoms of COVID-19 before arriving at the location.
 - Request employees, members, and visitors to take their temperature before attending a service. Any individual with a temperature of 100.4°F will not be permitted to attend the service or attend work at the organization.
 - Any individual with a household member who has been diagnosed with COVID-19 or with symptoms of COVID-19 (including a fever above 100.4°F) may not attend the service or attend work at the organization.
15. For in-home services, religious and faith-based organizations are permitted to convene up to five individuals in Phase 2 and ten individuals in Phase 3, excluding organization staff. These individuals do not need to be from the same household. However, individuals must wear face coverings when individuals from outside of the household participate.

All issues regarding worker safety and health are subject to enforcement action under L&I's Division of Occupational Safety and Health (DOSH).

- Employers can request COVID-19 [prevention advice and help](#) from DOSH.
- Employee workplace safety and health complaints may be submitted to the DOSH Call Center: (1-800-423-7233) or via e-mail to adag235@lni.wa.gov.
- General questions about how to comply with the agreement practices can be submitted to the state's Business Response Center at <https://coronavirus.wa.gov/how-you-can-help/covid-19-business-and-worker-inquiries>.
- All other violations related to Proclamation 20-25, et seq., can be submitted at <https://coronavirus.wa.gov/report-safe-start-violation>.

See Diocesan Document "[A Guide to Gathering in Person](#)"

Protocols and Guidelines for the distribution of Eucharist through Phase III.

- 1. Proper precautions and all PPE and distancing guidelines should be followed by all in the chain of work. Altar Guild, and all in the chain need to carefully sanitize all surfaces, wash and sanitize hands, wear masks, etc. All linens, including the pall should be cleaned thoroughly after each use and certainly before each use.*
- 2. Everyone in the service, and in the altar party, should always wear masks. Only the one speaking at any time may remove their mask.*
- 3. The Presider alone will set the table. Try to keep all other hands out of this, including any altar assistants. This includes bringing items from the credence table. The Presider should simply go to retrieve all the elements, vessels, etc.*
- 4. Presider should vigorously wash and sanitize hands before the service, and multiple times throughout the service, most especially just before setting the table and beginning the consecration prayer. This should not be ceremonial washing but vigorous washing.*
- 5. In setting the table, the Presider should use the pall to cover all wafers, and only expose the priest host. If you want to use an additional covering you may but at least the pall. The main point here is to stop droplets that may come from the Presider.*
- 6. Priest host will only be touched and consumed by the Presider.*
- 7. No one else should stand near the Presider at the altar.*
- 8. For distribution, the presider will either consume the priest host before distribution or set it aside to consume after all have received.*
- 9. Wafers are then placed at least 6 inches apart in a line around the side and front of the altar. Presider should make every effort not to touch the linen if possible.*
- 10. If there are steps or a concern about accessibility you can consider another table put at floor level upon which the Presider could also place wafers. This could also be used in larger settings to offer multiple access points to communion.*
- 11. After Presider has placed these first wafers on the table, the ushers can begin to allow the congregants to come forward one at a time, all the while keeping social distance. You might consider putting marks with tape on the floor to show six feet distance and offer some guidance.*
- 12. Before approaching the altar EVERY PERSON receiving should sanitize their hands, allowing them to dry, before going forward.*
- 13. Every person should take one wafer, and NOT consume it until back at their seat. At that point they can remove their mask and consume the wafer. If possible, sanitizer could be in every pew or aisle so that people could sanitize after consumption if possible and if desired.*
- 14. You are highly encouraged NOT to use real bread during this time. If you choose to you must follow the above guidelines but can only distribute by putting bread into a dixie cup or similar.*
- 15. There is to be no wine offered to anyone other than the Presider until at least Phase IV. More guidelines will come as we get to that phase.*

Cleaning and Disinfecting Your Facility

Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

Updated July 28, 2020

[Print](#)

Coronavirus Disease 2019 (COVID-19)

MENU >

HOW TO CLEAN AND DISINFECT



Clean

- **Wear disposable gloves** to clean and disinfect.
- **Clean surfaces using soap and water, then use disinfectant.**
- Cleaning with soap and water **reduces number of germs, dirt and impurities** on the surface. **Disinfecting kills germs** on surfaces.
- **Practice routine cleaning** of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- **High touch surfaces include:**
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.




Disinfect

- **Recommend use of [EPA-registered household disinfectant](#)** .
Follow the instructions on the label to ensure safe and effective use of the product.
Many products recommend:
 - Keeping surface wet for a period of time (see product label).
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets

You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm. Do not wipe or bathe pets with these products or any other products that are not approved for animal use.

See [EPA's 6 steps for Safe and Effective Disinfectant Use](#) 

Special considerations should be made for people with asthma and they should not be present when cleaning and disinfecting is happening as this can trigger asthma exacerbations. Learn more about [reducing asthma triggers](#).

- **Diluted household bleach solutions may also be used** if appropriate for the surface.
 - Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%. Ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
 - Unexpired household bleach will be effective against coronaviruses when properly diluted. **Follow manufacturer's instructions** for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. **Leave solution** on the surface for **at least 1 minute**.


To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water
OR
 - 4 teaspoons bleach per quart of room temperature water
- Bleach solutions will be effective for disinfection up to 24 hours.
 - **Alcohol solutions with at least 70% alcohol may also be used.**



Soft surfaces

For soft surfaces such as carpeted floor, rugs, and drapes

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.
 - **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- OR
- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#)  meet EPA's criteria for use against COVID-19.
 - **Vacuum as usual.**



Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines

- Consider putting a **wipeable cover** on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
 - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol**. Dry surface thoroughly.

Laundry



For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- **Wear disposable gloves** when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- **Do not shake** dirty laundry.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- Remove gloves, and wash hands right away.



Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the person who is sick.
 - Companies do not necessarily need to close operations, if they can close off affected areas.
- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- **Vacuum the space if needed.** Use a vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Wear disposable gloves to clean and disinfect. For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile's label. After cleaning, disinfect with an appropriate EPA-registered disinfectant on [List N: Disinfectants for use against SARS-CoV-2](#) . Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials on List N. Follow the disinfectant manufacturer's safety instructions (such as wearing gloves and ensuring adequate ventilation), concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces.
 - Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
 - Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been **appropriately disinfected**, it **can be opened for use**.
 - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.



Cleaning and disinfecting outdoor areas

- Outdoor areas, like **playgrounds in schools and parks** generally require **normal routine cleaning**, but **do not require disinfection**.
 - Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.

- High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
- Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- **Sidewalks and roads should not be disinfected.**
 - Spread of COVID-19 from these surfaces is very low and disinfection is not effective.



When cleaning

- **Regular cleaning staff** can clean and disinfect community spaces.
 - Ensure they are trained on appropriate use of cleaning and disinfection chemicals.
- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.
 - Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Always read and follow the directions on the label to ensure safe and effective use.

- Keep hand sanitizers away from fire or flame
- For children under six years of age, hand sanitizer should be used with adult supervision
- Always store hand sanitizer out of reach of children and pets

See [FDA's Tips for Safe Sanitizer Use](#) and [CDC's Hand Sanitizer Use Considerations](#)

- **Additional key times to wash hands** include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance (e.g., a child).




Additional considerations for employers

- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions on what to do if they develop [symptoms](#) within 14 days after their last possible exposure to the virus.
- **Develop policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
 - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- **Comply with OSHA's standards** on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).



Alternative disinfection methods

- The efficacy of alternative disinfection methods, such as ultrasonic waves, high intensity UV radiation, and LED blue light against COVID-19 virus is not known.
 - EPA does not routinely review the safety or efficacy of pesticidal devices, such as UV lights, LED lights, or ultrasonic devices. Therefore, EPA cannot confirm whether, or under what circumstances, such products might be effective against the spread of COVID-19.
- CDC does not recommend the use of sanitizing tunnels. There is no evidence that they are effective in reducing the spread of COVID-19. Chemicals used in sanitizing tunnels could cause skin, eye, or respiratory irritation or damage.
- CDC only recommends use of the [surface disinfectants identified on List N](#)  against the virus that causes COVID-19.



For facilities that house people overnight

- Follow CDC's guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting the bedroom/bathroom for someone who is sick, review CDC's guidance on [disinfecting your home if someone is sick](#).

More details: [Detailed Disinfection Guidance for Community Facilities](#)

More information

[Transport Vehicles](#)

Last Updated July 28, 2020

St Paul's Episcopal Church/La Iglesia Episcopal de la Resurrección
Mount Vernon WA

Individual Attestation and Consent to Work/Participate

In compliance with the State of Washington's "Safe Start" plan and the Diocese of Olympia's "Guide to Gathering in Person," Saint Paul's Episcopal Church/La Iglesia Episcopal de la Resurrección, Mount Vernon requires that you be informed of the symptoms, and mechanisms of spread, of the 2019 novel coronavirus (COVID-19); attest to be symptom free at time of entering the premises, consent to the risks of working, volunteering, or participating in any activity on the premises, and to release Saint Paul's/Resurrección from liability in the event of exposure or sickness.

What is the Coronavirus and how does it spread?

COVID-19 is an illness caused by a virus that is spread person-to-person or by touching a contaminated surface and then touching your eyes, nose, mouth, or face. The virus is believed to be spread primarily through respiratory droplets. Those who have been infected have reported mild to severe symptoms, and can include:

Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

While all people are potentially at risk of contracting COVID-19, older people (over the age of 65) and those with underlying health conditions (heart or lung disease, diabetes, etc.) are at greater risk and are strongly encouraged to stay home.

If you are experiencing any of these symptoms, or have come into contact with anyone who has shown signs of these symptoms or has tested positive for COVID-19, please vacate the premises immediately and contact your medical care provider.

Cooperative Mitigation Policy

To ensure the health and well-being of all parishioners, staff, volunteers, any person entering the premises of **Saint Paul's/Resurrección** **Individual attestation form** for worship or work must consent to the following practices:

- A cloth face covering must be worn at all times

St Paul's Episcopal Church/La Iglesia Episcopal de la Resurrección
Mount Vernon WA

Individual Attestation and Consent to Work/Participate

- Physical distancing of at least six (6) feet must be maintained between all persons not from the same household
- Wash hands thoroughly or use hand sanitizer (provided) upon entry, after using the restroom, and before and after consuming any food or drink, or coming into contact with high-touch surfaces
- Refrain from physical contact and sharing items with others (e.g., books, leaflets, pens, etc.)
- For staff and volunteers: wipe down high-touch surfaces before and after use (e.g. light switches, doorknobs, copier and printer equipment, etc.)
- Sign an Individual Attestation and Consent to Work/Participate

Attestation and Consent

Each time you are present at **Saint Paul's/Resurrección** you will be asked to complete a consent form declaring :

- That you have not exhibited any symptoms of COVID-19 or come into contact with anyone who has or has tested positive
- That you have followed the CDC and Washington Health officials 'guidelines of maintaining physical distancing, wearing facial coverings, and refrained from participating in gatherings that do not observe these guidelines
- That you have not travelled internationally in the past 14 days

And you consent:

- To our keeping this document on file for 42 days for the purpose of contact tracing, should an exposure event occur
- To the risks associated with community transmission of COVID-19 and the potential for exposure even with proper mitigation protections
- To comply with the stated Cooperative Mitigation Policy
- To release **Saint Paul's/Resurrección** from any liability in the event that you are exposed and/or become ill.

Date_____

Name_____

Two ways to contact you_____

Address, phone number, cell phone or contact person and phone number

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases.

The following symptoms may appear 2-14 days after exposure.*Call your doctor: If you think you have been exposed to COVID-19 and develop a fever and symptoms, such as cough or difficulty breathing, call your healthcare provider for medical advice. This sheet will be kept 14 days then shredded.

Fever: Yes No. Temp. _____

Cough : Yes No

Shortness of breath: Yes No

Do you feel well: Yes No

If you develop emergency warning signs for COVID-19 get medical attention immediately. Emergency warning signs include*:

Difficulty breathing or shortness of breath Persistent pain or pressure in the chest
New confusion or inability to arouse Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning

Covid Contact Form 5/2020

Date_____

Name_____

Two ways to contact you_____

Address, phone number, cell phone or contact person and phone number

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Covid Contact Form 5/2020

Appendix F Exposure Plan

The following guidance is to be followed in the event of a COVID exposure at Saint Pauls.

After Services Notification

If a visitor to Saint Paul's is made aware of a COVID infection *after* attending a service, Saint Paul's will cooperate with the Health Department. In compliance with Health Department request, Saint Pauls will hold health screening forms for a period of 6 weeks following each service.

Active Symptoms Upon Entry

In the event that a visitor to Saint Paul's approaches the building with COVID symptoms, the visitor will be asked to mask if not masked and will be taken outside away from those entering the building.

COVID symptoms include:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Visitors will enter the building through the West Door into the Narthex.

If an individual exhibits any symptom on the list, they will be taken outside through the East Door and away from other visitors. The visitor will be asked to leave the premises and follow Health Department direction until cleared to return to services with either a negative COVID test or self-isolation for a period of 14 days.

Any staff or volunteers that have been in contact with the individual will leave the premises, and follow Health Department guidelines, including obtaining a COVID test, and self-isolating until the proper test results can be obtained, or for a period of 14 days, whichever comes first.

Symptoms Developed During Services

In the event that a visitor to Saint Paul's develops COVID symptoms during a service, the visitor will be taken outside through the East Door and asked to leave the premises and follow Health Department direction until cleared to return to services with either a negative

COVID test or self-isolation for a period of 14 days. If the individual requires care and support due to severity of symptoms, an appropriate low risk and vaccinated staff member or volunteer will provide assistance as needed.